

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. A-001	3. EFFECTIVE DATE 7/24/2015	4. REQUISITION/PURCHASE REQ. NO. PR4361064		5. PROJECT NO. (If applicable)	
6. ISSUED BY Contracting & Procurement General Services Office, American Embassy Manila Seafont Compound, Roxas Boulevard, Pasay City		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)			(√)	9A. AMENDMENT OF SOLICITATION NO. SRP380-15-R-0005	
			X	9B. DATED (SEE ITEM 11) 07/08/2015	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ --Is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter of telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D.	OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return ___ copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SRP380-15-R-0006 is being amended reflecting the following changes:

- To issue the Minutes of Meeting and Questions with corresponding Answers.
- Under Section B.1 Contract Price on page 2, change from 1500KVA to 750KVA step down transformer.
- Under Section F.2 (c) 52.211-10 COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK (APR 1984) on page 8, the completion period is changed from 90 working days to **120 working days for the delivery and the installation period is changed from 4 working days to 3 working days for each transformer.**

15A. NAME AND TITLE OF SIGNER (Type of print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print) JOHN A. KLIMOWSKI	
15B. CONTRACT/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED 7/24/15
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

<u>CONTINUATION SHEET</u>	REFERENCE NO. OF DOCUMENT BEING CONTINUED SRP380-15-R-0006-A001	PAGE 2 of 4 Pages
NAME OF CONTRACTOR		

4. Under Section H.2.1 AMOUNT OF INSURANCE on page 16, the currency description for General Liability items (1) and (2) is changed from US Dollars to **Philippine Pesos**.
5. Under Section J, Attachment #5, SPECIFICATION/STATEMENT OF WORK, Part 1. GENERAL, items b.i, iii and iv on page 45, change from 1500KVA to **750KVA** power transformer
6. Under Section J, Attachment #5, Specification/Statement of Work Part 1 General, items b.v on page 45, work is revised to read as:
 - v. ***Replacement of existing wire connection from the power post to the primary supply of the new 300KVA Transformer with approximate distance of 10 meters. Fuse assembly shall be included in the replacement.***
7. Under Section J, Attachment #5, SPECIFICATION/STATEMENT OF WORK Part 1. GENERAL, items b.vi, vii and viii on page 45, are hereby added to the scope of work as follows:
 - vi. ***Replacement of existing wire connection from the main panel to the new 225KVA transformer with approximate distance of 6 meters.***
 - vii. ***Replacement of existing wire connection at the load side of the new 750KVA transformer to the switchgear with approximate distance of 10 meters.***
 - viii. ***Use 50mm² 133% 5kV XPLE wire with terminating kit outdoor type (cold shrink) for 225KVA, 300KVA and 750KVA transformers and all necessary accessories for the connection.***
8. Under Section J, Attachment #5, SPECIFICATION/STATEMENT OF WORK Part 9. CONTRACTOR-FURNISHED MATERIALS/ITEMS, item b. EQUIPMENT AND TOOLS on page 48-A, additional specification for the 225KVA Step-down Transformer is provided below:

K. Digital Meter Display

1. ***Functional Upgradability - measurement and monitoring features: time of use, reactive measurements, power factor, Q-hour, apparent power, among others.***
2. ***Automatic On-Site Monitoring***
3. ***Power Quality Monitoring***
4. ***Standardization - The meters use the utility-driven communication standards ANSI C12.18 and C12.19 that standardize the readings and programming.***
5. ***Rational Power Measurement - The meters measure the IEEE defined 3D vector quantities.***
6. ***Reduced Inventory - They possess consolidated forms with wide voltage range (120V to 480V) that reduce inventory.***
7. ***Additional Measurement Options - The meters can automatically select 2D phasor power or 3D vector apparent power. Moreover, they can measure fundamental only or fundamental plus harmonics.***
8. ***Revenue Guard Option***

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9. Under Section J, Attachment #5, SPECIFICATION/STATEMENT OF WORK Part 9. CONTRACTOR-FURNISHED MATERIALS/ITEMS, item b. EQUIPMENT AND TOOLS on page 49, additional specification for the 300KVA Step-down Transformer is provided below:

O. Digital Meter Display

- 1. Functional Upgradability - measurement and monitoring features: time of use, reactive measurements, power factor, Q-hour, apparent power, among others.*
- 2. Automatic On-Site Monitoring*
- 3. Power Quality Monitoring*
- 4. Standardization - The meters use the utility-driven communication standards ANSI C12.18 and C12.19 that standardize the readings and programming.*
- 5. Rational Power Measurement - The meters measure the IEEE defined 3D vector quantities.*
- 6. Reduced Inventory - They possess consolidated forms with wide voltage range (120V to 480V) that reduce inventory.*
- 7. Additional Measurement Options - The meters can automatically select 2D phasor power or 3D vector apparent power. Moreover, they can measure fundamental only or fundamental plus harmonics.*
- 8. Revenue Guard Option*

10. Under Section J, Attachment #5, SPECIFICATION/STATEMENT OF WORK Part 9. CONTRACTOR-FURNISHED MATERIALS/ITEMS, item b. EQUIPMENT AND TOOLS on page 49 & 49-A, change of specification from 1500KVA to 750KVA Step-down Transformer is provided below:

750KVA Step-down Transformer, Pad mounted Transformer, Three (3) Phase, 13.8KV, Primary 480/277 volts Secondary, Delta-Wye, 60Hz, 65deg C temperature rise, Loop-feed, FR3 insulating fluid, Copper-copper winding.

- A. Capacity : 750KVA**
- B. Primary : 13800V, Delta**
- C. Taps (offload) : 2 x 2.5% FCAN/FCBN**
- D. Secondary : 480V / 277V, Wye**
- E. Temp. Rise : 50 to 65deg C**
- F. Insulation : Oil**
- G. Coolant : Envirotemp FR3**
- H. Configuration : Delta-Wye Configuration**
- I. Core Made : Non-aging grain oriented silicon steel**
- J. Accessories : Oil level gauge, pressure relief valve, Hand hole, Diagrammatic nameplate & Cooling Fins**
- K. Digital Meter Display**
 - 1. Functional Upgradability - measurement and monitoring features: time of use, reactive measurements, power factor, Q-hour, apparent power, among others.*
 - 2. Automatic On-Site Monitoring*
 - 3. Power Quality Monitoring*

<u>CONTINUATION SHEET</u>	REFERENCE NO. OF DOCUMENT BEING CONTINUED SRP380-15-R-0006-A001	PAGE 4 of 4 Pages
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4. *Standardization - The meters use the utility-driven communication standards ANSI C12.18 and C12.19 that standardize the readings and programming.*
5. *Rational Power Measurement - The meters measure the IEEE defined 3D vector quantities.*
6. *Reduced Inventory - They possess consolidated forms with wide voltage range (120V to 480V) that reduce inventory.*
7. *Additional Measurement Options - The meters can automatically select 2D phasor power or 3D vector apparent power. Moreover, they can measure fundamental only or fundamental plus harmonics.*
8. *Revenue Guard Option*

L. ANSI : ANSI Standard

11. Under Section L.5.2.3, Volume III: Performance schedule and Business Management/Technical Proposal item (b.2) Experience and Past Performance on page 69, delete the following items:

- (10) Percent turnover of key contract personnel per year;
- (11) Any terminations (partial or complete) and the reason (convenience or default)

12. Under Section L.5.2.3, Volume III: Performance schedule and Business Management/Technical Proposal item (b.2) EXPERIENCE AND PAST PERFORMANCE on page 69, change numbering of item "(12) Identify any accidents or safety concerns that occurred and resolution" to no "(10)".

13. Under Section L.5.2.3, Volume III: Performance schedule and Business Management/Technical Proposal item (b.2) EXPERIENCE AND PAST PERFORMANCE on page 69-A add item (c) Equipment Description as follows:

(c) Equipment Description – Provide brochures of the offered transformers and submit the following information:

- i. *Capacity*
- ii. *Primary*
- iii. *Taps (offload)*
- iv. *Secondary*
- v. *Temp. Rise*
- vi. *Insulation*
- vii. *Coolant (Specs)*
- viii. *Configuration*
- ix. *Core Made*
- x. *Winding*
- xi. *Accessories: (Indicate accessories and specs)*
- xii. *Digital Meter Display Specification (Provide specifications and functions)*
- xiii. *ANSI: (Indicate standard or other certification if any)*

14. Replace existing pages with the attached revised pages 2, 8, 16, 45, 45-A, 48-A, 49, 49-A, 69, 69-A

15. All other terms and conditions remain unchanged and in full force and effect.

SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 **CONTRACT PRICE**

The Contractor shall complete all work (including furnishing all labor, material, equipment and services) required under this contract for the following firm fixed price and within the time specified. This price shall include all labor, materials, overhead (including insurance required by FAR 52.228-4, Workers' Compensation and War-Hazard Insurance, which shall be a direct reimbursement), and profit.

Transformer	Unit Cost
225KVA Step-down Transformer	₱
300KVA Step-down Transformer	₱
750KVA Step-down Transformer	₱

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_____ Total Firm Fixed Price (Philippine Pesos)

B.2 **VALUE ADDED TAX**

The Government will not reimburse the Contractor for VAT under this contract. The Contractor shall not include a line for VAT on Invoices as the U.S. Embassy has a tax exemption certificate with the host government.

B.3 **TYPE OF CONTRACT**

This is a firm, fixed- price contract payable entirely in the currency indicated in the SF-1442. No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the Contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. The Government will not adjust the contract price due to fluctuations in currency exchange rates. The Government will only make changes in the contract price or time to complete due to changes made by the Government in the work to be performed, or by delays caused by the Government.

The Government will make payments based on quantities and unit prices only to the extent specifically provided in the contract.

SECTION F DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: <http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>. These addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to access the links to the FAR. You may also use an Internet "search engine" (for example, Google, Yahoo or Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clauses are incorporated by reference (48 CFR CH. 1):

<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.242-14	SUSPENSION OF WORK (APR 1984)

F.2 52.211-10 COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK (APR 1984)

The Contractor shall be required to:

- (a) commence work under this contract within **ten (10) calendar** days after the date the Contractor receives the notice to proceed,
- (b) prosecute the work diligently, and
- (c) complete the entire work ready for use not later than *one hundred twenty (120) working days for delivery* and *three (3) working days for installation of each transformer*.

The time stated for completion shall include final cleanup of the premises and completion of "punch list" items.

F.3 LIQUIDATED DAMAGES

F.3.1 52.211-12 LIQUIDATED DAMAGES - CONSTRUCTION (SEP 2000)

- (a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, the Contractor shall pay liquidated damages to the Government in the amount of **PhP 11,304.64** for each day of delay until the work is completed or accepted.



- (c) The contract price is increased so that the penal sum of any bond becomes inadequate in the opinion of the Contracting Officer; or
- (d) An irrevocable letter of credit (ILC) used as security will expire before the end of the period of required security. If the Contractor does not furnish an acceptable extension or replacement ILC, or other acceptable substitute, at least 30 days before an ILC's scheduled expiration, the Contracting Officer has the right to immediately draw on the ILC.

H.2 INSURANCE

H.2.1 AMOUNT OF INSURANCE

The Contractor is required by FAR 52.228-5 to provide whatever insurance is legally necessary. The Contractor, shall, at its own expense, provide and maintain during the entire performance period the following insurance amounts:

General Liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury)

General Liability:	
(1) Bodily injury on or off site stated in <i>Philippine Pesos</i> :	
Per Occurrence	Php 50,000.00
Cumulative	Php 100,000.00
(2) Property damage on or off site in <i>Philippine Pesos</i> :	
Per Occurrence	Php 50,000.00
Cumulative	Php 100,000.00

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The foregoing types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, and employees, or any other person, arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

SCOPE OF WORK

PROJECT TITLE : Supply and Installation of Power Transformers
LOCATION : Chancery and Seafront Compound

1. GENERAL

- a. The contractor shall furnish all required personnel, tools of trade, materials, equipment, transportation, technical expertise and a competent English speaking supervisor or foreman who will stay at the job site every work day throughout the progress of the project in connection with Supply and Installation of Power Transformer for Chancery and Seafront Compound.
- b. The work shall consist of:
 - i. Site Preparation and Investigation. To determine the existing 225KVA, 300KVA and **750KVA** Power Transformers and to verify current location condition. The contractor must determine the dimension of the new transformer to retrofit in the current location of the existing transformer. Contractor to provide shop drawing for COR approval in preparation to the installation of the new Transformers.
 - ii. The contractor shall be responsible for the handling and positioning of the old and new Power Transformers.
 - iii. Decommissioning of existing 225KVA, 300KVA and **750KVA** Power Transformer Units. Disconnection of the Power Transformers to the existing terminal wires. Removal and relocation of existing unit to be determined by the COR.
 - iv. Installation of new 225KVA, 300KVA and **750KVA** Power Transformer Units including termination of existing wires with proper insulation including proper support of the equipment once in place.
 - v. *Replacement of existing wire connection from the power post to the primary supply of the new 300KVA Transformer with approximate distance of 10 meters. Fuse assembly shall be included in the replacement.*
 - vi. *Replacement of existing wire connection from the main panel to the new 225KVA transformer with approximate distance of 6 meters.*
 - vii. *Replacement of existing wire connection at the load side of the new 750KVA transformer to the switchgear with approximate distance of 10 meters.*
 - viii. *Use 50mm² 133% 5kV XPLE wire with terminating kit outdoor type (cold shrink) for 225KVA, 300KVA and 750KVA transformers and all necessary accessories for the connection.*

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ix. Testing and commissioning.

x. Hauling of debris.

K. Digital Meter Display

- 1. *Functional Upgradability - measurement and monitoring features: time of use, reactive measurements, power factor, Q-hour, apparent power, among others.***
- 2. *Automatic On-Site Monitoring***
- 3. *Power Quality Monitoring***
- 4. *Standardization - The meters use the utility-driven communication standards ANSI C12.18 and C12.19 that standardize the readings and programming.***
- 5. *Rational Power Measurement - The meters measure the IEEE defined 3D vector quantities.***
- 6. *Reduced Inventory - They possess consolidated forms with wide voltage range (120V to 480V) that reduce inventory.***
- 7. *Additional Measurement Options - The meters can automatically select 2D phasor power or 3D vector apparent power. Moreover, they can measure fundamental only or fundamental plus harmonics.***
- 8. *Revenue Guard Option***

L. ANSI : ANSI Standard

300KVA Step-down Transformer, Pad Mounted Transformer, Three (3) Phase, 4160 volts, primary, 208/120 volts secondary, Delta-Wye, 60Hz, 65deg C Temperature rise, Loop-feed, FR3 Insulating fluid, Copper-copper winding.

- A. Capacity : 300kVA
- B. Primary : 4160V, Delta
- C. Taps (offload) : 2 x 2.5% FCAN/FCBN
- D. Secondary : 208V / 120V, Wye

(b.2) EXPERIENCE AND PAST PERFORMANCE - List all contracts and subcontracts your company has held over the past three years for the same or similar work. Provide the following information for each contract and subcontract:

- (1) Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;
- (2) Contract number and type;
- (3) Date of the contract award place(s) of performance, and completion dates;
- (4) Contract dollar value;
- (5) Brief description of the work, including responsibilities;
- (6) Comparability to the work under this solicitation;
- (7) Brief discussion of any major technical problems and their resolution;
- (8) Method of acquisition (fully competitive, partially competitive, or noncompetitive), and the basis for award (cost/price, technical merit, etc.);
- (9) Cost/price management history, including any cost overruns and under runs, and cost growth and changes;
- (10) *Identify any accidents or safety concerns that occurred and resolution*

(c) *Equipment Description – Provide brochures of the offered transformers and submit the following information:*

- i. *Capacity*
- ii. *Primary*
- iii. *Taps (offload)*
- iv. *Secondary*
- v. *Temp. Rise*
- vi. *Insulation*
- vii. *Coolant (Specs)*
- viii. *Configuration*

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- ix. Core Made*
- x. Winding*
- xi. Accessories: (Indicate accessories and specs)*
- xii. Digital Meter Display Specification (Provide specifications and functions)*
- xiii. ANSI: (Indicate standard or other certification if any)*

L.6 52.236-27 SITE VISIT (FEB 1995)

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors or quoters are urged and expected to inspect the site where the work will be performed.

(b) A site visit has been scheduled for **July 16, 2015 at 9:45am.**

**MINUTES FROM PRE-QUOTATION CONFERENCE
OF 16 JULY 2015
RFQ No. SRP380-15-R-0006
Supply and Installation of Power Transformers at the Chancery and Seafront Compounds**

Site Visit

All attendees were shown the site and were given the opportunity to thoroughly inspect and familiarize themselves with the area.

Introduction

Procurement Agent, Kris Alcantara welcomed all attendees and chaired the pre-proposal conference. Other U.S. Government representatives present was FAC Engineer, Reuel Bautista.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- 1) Section A – SF 1442 cover sheet
- 2) Section B – Supplies or Services and Prices/Costs
- 3) Section C – Description/Specifications/Work Statement
- 4) Section D – Packaging and Marking
- 5) Section E – Inspection and Acceptance
- 6) Section F – Deliveries or Performance
- 7) Section G – Contract Administration Data
- 8) Section H – Special Contract Requirements
- 9) Section I – Contract Clauses
- 10) Section J – List of Documents, Exhibits and Other Attachments
- 11) Section K – Representations, Certifications, and Other Statement of Offerors
- 12) Section L – Instructions, Conditions, and Notices to Offerors
- 13) Section M – Evaluation Factors for Award

Questions

Since no questions were received on 14 July 2015 before the site visit and pre-proposal conference, prospective offerors were instructed to submit written questions no later than 3:00pm on 20 July 2015.

The following questions were asked after the conference and the answers are herein provided:

- 1) Q: Under Section F.2(c), can the delivery period be extended to 120 days?

A: The delivery period has been extended from ninety (90) working days to *one hundred twenty (120) working days*. Please refer to the attached amendment A-001.
- 2) Q: Under Section F.2(c), is the four (4) working days installation for each transformer?

A: The installation period has been changed from four (4) working days to *three (3) working days for each transformer*. Please refer to the attached amendment A-001.

3) Q: Can the USG provide an active link for the SAM Registration?

A: The following links are hereby provided and the Quick Guide for International Entity Registration is again attached:

DUNS - <http://fedgov.dnb.com/webform>

NCAGE - <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

SAM - www.sam.gov

Amendment*

The solicitation will be amended to reflect changes under:

- 1) Section B.1 - Contract Price Work
- 2) Section F.2 (c) - 52.211-10 COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK (APR 1984)
- 3) Section H.2.1 Amount of Insurance
- 4) Section J, Attachment #5 Specification/Statement of Work
- 5) Section L.5 Submission of Offers

*Refer to A-001 of the Solicitation.

Others

The prospective offerors were also reminded of the following:

- 1) Deadline for submission of offers is on or before 4PM of 7 August 2015, at the C&P Office or at the Harrison Gate. No offers will be accepted after 4PM.
- 2) Price Offer is firm fixed price. It is not subject to adjustments due to any escalation in the cost of materials, tools, equipment, fuel, transportation, labor or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.
- 3) Value Added Tax (VAT) – VAT shall not be included in the firm fixed price as it is not applicable to this contract.
- 4) Price shall be in Philippine Pesos
- 5) FAR 52.222-50, Combating Trafficking in Persons (TIP) – The U.S. Government has a zero tolerance policy. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.
- 6) 52.204-7, SYSTEM FOR AWARD MANAGEMENT (JUL 2013) – Offeror must have an active SAM Registration to be eligible for award.

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RFQ No. SRP380-15-R-0006

Supply and Installation of Power Transformers
at the Chancery & Seafront Compounds

- 7) Photos taken using the FAC official camera during the Site Visit will be posted on the US Embassy Website.

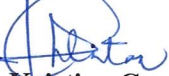
Conclusion

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government. The meeting was adjourned.

Enclosure:

Amendment-001

Prepared by:



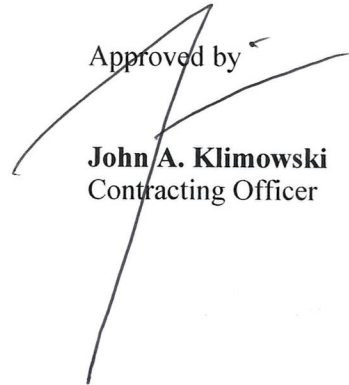
Kristine Grace C. Alcantara
Procurement Agent

Reviewed by:



Noel Arturo G. Ocampo
C&P Asst. Supervisor

Approved by



John A. Klimowski
Contracting Officer



Quick Start Guide For New Foreign Registrations

Helpful Information

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

What do I need to get started?

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.
2. **NATO Commercial and Government Entity (NCAGE) Code:** Foreign entities must obtain a NCAGE code for each DUNS number they plan to register in SAM before you start the registration process.

How do I get a DUNS number?

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>. It takes up to 5 business days to obtain an international DUNS number.

How do I get an NCAGE code?

For instructions on obtaining a NCAGE, visit: http://www.dlis.dla.mil/Forms/Form_AC135.asp. Make sure the name and address information you provide to get your NCAGE code is the same as what you used to get your DUNS number. It takes up to 3 business days to obtain a NCAGE code.

What about a Taxpayer Identification Number (TIN)?

You only need a TIN if your entity pays U.S. taxes. If you are a foreign entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address to activate the user account), then Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity, most likely "Business or Organization." Definitions are in the Content Glossary on the right side of the page.
5. Tell the system why you are registering in SAM. This determines what information you have to provide.
 - Are you interested in bidding on Federal contracts? If you say "Yes," you will complete all four sections in SAM.
 - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If you say "No" to the contracts question and "Yes" to the grants question, you will only have to complete the grant-related information.
6. Complete your registration. On each page, required information that you must provide has a red asterisk (*) next to the name of the field. Here are a few helpful hints:
 - On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems.
 - If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
 - Only use the NCAGE code you got for your DUNS number. Remember, the name and address information must match on the DUNS and NCAGE records.
 - Make sure to select "Foreign Owned and Located" on the General Information page.
 - As a foreign entity, you do not need to provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do choose to provide this electronic banking information, it must be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory information for you on this page.
 - In the "Points of Contact" section, list the names of people in your organization who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called "Points of Contact" or POCs.
7. Make sure to hit [Submit] after your final review. You will get a *Congratulations* message on the screen. If you do not see this message, you did not submit your registration. What happens next?
 - Once approved by the IRS (if you entered a TIN) and the Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.

Please give yourself plenty of time before your contract or grant application deadline. Allow up to 10 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>

